

INTEROFFICE CORRESPONDENCE

DATE: October 5, 1993

TO: W. S. Busby, Remediation Project Management, Bldg. 080, X8509

FROM: S. D. Chestnut, Environmental Quality Support, Bldg. 080, X6901 *[Signature]*

SUBJECT: ERM DEFICIENCY FOLLOW-UP/VALIDATION - SDC-050-93

ACTION: Corrective Action Response to below listed Deficiency Report to Steve Chestnut, Acting Manager, ERM Internal Assessment, on or before Close of Business November 5, 1993

The following Deficiency Report (DR) was initially (07/31/93) issued to Records & Documentation (R&D) for resolution. R&D identified this deficiency as one needing corrective action and/or justification for closure from Operable Unit (OU) management:

DR-93-009

Please review the attached DR and provide the following information.

- If corrective action is required, then complete the Corrective Action Block of the DR. This should include the cause of condition, corrective action plan, the scheduled completion date and all required signatures.
- If however, it is your position that the DR identifies a problem that has already been corrected or the information is inaccurate, a meeting should be held with Steve Chestnut, Acting Manager, ERM Self Evaluation, X6901, to resolve the issue and close the DR appropriately.

The response must be submitted to EQS no later than COB **November 5, 1993**. Please contact me if you have any questions.

SDC:dms

Attachments:
As Stated (1)

cc:
S.D. Chestnut
ERM Records Center (2)

Best Available Copy

*Copy to ALP, Pete,
Mike G.*

*Determine when Final
WP's were approved
relative to this requirement
and if ON myra have
comment files*



DEFICIENCY REPORT

DUPLICATE ORIGINAL

Summary 10/5/93

EG&G ROCKY FLATS		Audit/Surveillance #: EMSURV 93-002	DR Number: DR-93-009
Product <input type="checkbox"/>	Contractor/Supplier: EG&G	Response Organization: EG&G - ERMA&D RPM <i>JWS</i>	Page 1 of 2
Other <input checked="" type="checkbox"/>	Job(Program) #: N/A	Responsible Manager: F.K. Bentzen W.S. Busby <i>JWS</i>	Bldg N/A

Deficiency Block:

Governing Document(s): 3-21000-ADM-05.03, Rev.0

Requirement(s):

See page 2 of 2 for Requirement.

Description of Finding:

Discrepancy Code: PRC-02

QR Trend Code: 6.1

See page 2 of 2 for Description of Finding.

<i>J.W. Lindemann</i>	32470	24/04/93	<i>[Signature]</i>	515570	06/25/93
Originator/Organization	Employee #	Date	Approval	Employee #	Date

Corrective Action Block:

Cause:

Response Due Date: 7-31-93 *JWS.*

11-05-93

Cause Code:

Corrective Action (C.A.):

C.A. Person/Organization	Employee #	Date
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Scheduled Completion Date:

Originator Concurrence

Employee #

Date

Close Out Block:

Verification of Corrective Action:

Verifier/Organization	Employee #	Date	Closure Approval	Employee #	Date
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ORIGINAL

DEFICIENCY REPORT CONTINUATION PAGE

Page 2 of 2

DR No.: DR-93-009

Requirement:

Procedure 3-21000-ADM-05.03, Rev.0, RFI/RI Work Plan Development, Paragraph 5.4, requires that Work Plans receive formal internal review and approval prior to commencing any work.

Procedure 3-21000-ADM-05.03, Rev.0, RFI/RI Work Plan Development, Paragraph 5.4, requires that all Work Plan review history files be collected and archived as Quality Records.

Description of Finding:

Contrary to these requirements, no formal internal review history files could be located in the Records Center for OU-2, OU-3, and OU-6. Addition Work Plan and procedure history files should be checked to see if they exist and if they have been reviewed for placement in the Administrative Record. Any missing history files must be reconstructed and documentation of reviews must be accomplished.